

**DRAFT**

**BLOOMFIELD TOWN COUNCIL**

There was a regular meeting of the Bloomfield Town Council held at 7:30 p.m. on Monday, September 12, 2016 in Council Chambers, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Present were: Mayor Joan Gamble, Deputy Mayor Schulman, Councilors Patrick DeLorenzo, Joel Neuwirth, Derrick Seldon, Leon Rivers and Joseph Washington

Also present were: Sharron Howe, Assistant to the Town Manager, Cindy Coville, Director of Human Resources, Attorney Marc Needelman and India M. Rodgers, Clerk of Council

Absent were: Councilors Wayne Hypolite, Joseph Merritt and Philip K. Schenck, Jr., Town Manager

**PLEDGE OF ALLEGIANCE**

The meeting began with the pledge of allegiance to the flag.

**ANNOUCEMENTS & PRESENTATIONS**

**Recognition of Blue Hills Fire Explorers**

Mayor Gamble presented the following youth a recognition certificate for their completion of the Blue Hill Fire Explorers Program:

- Rohaine Brown
- Maricle Hyde
- Essence Squirwell
- Tyler Heron

**Recognition Certificate to Swift Textile Metalizing LLC, Mr. Steve Sigmon**

Mayor Gamble and Deputy Mayor Schulman presented a recognition certificate to Mr. Steve Sigmon of Swift Textile Metalizing LLC for their contributions in U.S. manufacturing that specializes in the design, development and production of a wide range of electrically conductive and reflective metalized fabrics. They were also the recipient of the Lockheed Martin's Top 25 Supplier Award.

## **Proclamation – National Library Card Sign Up Month**

Mayor Gamble read a proclamation designating the month of September as National Library Card Sign Up Month in the Town of Bloomfield.

## **CITIZENS STATEMENTS & PETITIONS**

1. **Penny Parson, 229 Duncaster Road, spoke regarding the meeting agendas and minutes format as they relate to all Boards and Commissions. She suggested that all agendas and minutes should be available on the website for interest and review of the citizenry. In addition, she recommended several enhancements to the existing website. (See Attached)**

## **REPORT FROM COUNCIL SUBCOMMITTEES**

Community Services – Councilor Seldon stated that a formal report will be given at the next scheduled Council meeting.

Administration & Education – The last meeting scheduled for Tuesday, September 6, 2016 at 6:30 p.m. was cancelled.

Golf – Councilor Rivers gave a brief report of the last meeting held on Monday, August 22, 2016 at 6:00 p.m. There was no quorum for the meeting, however there was a lengthy discussion with public concerns about walking trails around the golf course. The Connectivity Committee and several volunteer groups are a working group in resolving issues regarding the proposed walking path recommendations.

Public Safety – Councilor Washington read a detailed report of the last meeting held.

Committee on Committees – The next scheduled meeting of this subcommittee will be held on Monday, September 19, 2016 at 6:30 p.m.

Land Use & Economic Development – The next meeting of this subcommittee will be held on Tuesday, September 20, 2016 at 7:00 p.m.

## **COUNCIL BUSINESS**

## **OLD BUSINESS**

**FY 15/16-83: Consider and Take Action Regarding Policy 110.04 (Meeting Agenda Format and Minutes)**

It was moved by Deputy Mayor Schulman, seconded by Councilor Rivers and voted unanimously to adopt Policy 110.04 – Meeting Agenda Format and Minutes as outlined. (See Attached)

**FY 15/16-84: Consider and Take Action Regarding Policy 110.05 (Bloomfield Town Council – Rules of Procedure)**

It was moved by Deputy Mayor Schulman, seconded by Councilor DeLorenzo and voted unanimously to adopt Policy 110.05 – Bloomfield Town Council – Rules of Procedure (new format; no change in content) as outlined. (See Attached)

**NEW BUSINESS**

**FY 16/17-7: Consider and Take Action Regarding Tax Refunds**

It was moved by Deputy Mayor Schulman, seconded by Councilor Washington and voted unanimously to approve tax refunds (per the attached list).

**FY 16/17-8: Consider and Take Action Regarding Bond Refinancing**

This item was referred to the Finance Subcommittee for review and recommendation.

**FY 16/17-9: Consider and Take Action Regarding Adoption of the 2017/2018 Budget Calendar**

It was moved by Deputy Mayor Schulman, seconded by Councilor Washington and voted unanimously to adopt the budget calendar for Fiscal Year 2017-2018. (See Attached)

**FY 16/17-10: Discussion and Possible Action Regarding the Community Awareness Task Force**

Councilor Seldon gave a brief history of the Community Awareness Taskforce duties and charges since its conception in February 23, 1977. He also elaborated on having a broad awareness of human relations as a whole. The Community Services subcommittee recommended the reinstitution of the Community Awareness Taskforce.

Councilor DeLorenzo inquired about updating the charges, scope and review for the current need of the taskforce.

Councilor Washington stated that he was delighted and encouraged about reestablishing this taskforce.

Councilor Neuwirth also informed Council that he was a Chair of this taskforce in the past and stated that they played an important role in the community. He also stated that a lot can be done to improve and resolve community issues.

It was moved by Councilor Seldon, seconded by Deputy Mayor Schulman and voted unanimously to reactivate the Community Awareness Task Force.

There was a friendly amendment to include the following:

- This subcommittee should include 15-25 town residents
- This taskforce should be composed of a diverse group of individuals, regarding ethnicity and party affiliation.
- This taskforce should be reflective of the minority population in town.
- This taskforce should also be reflective of the geography of the town.

This item was referred to Committee on Committees subcommittee for review and recommendation.

## **REPORT FROM THE MAYOR AND TOWN MANAGER**

### **Mayor's Report**

Mayor Gamble announced additions to the Human Services Building Committee:

- John Sheehan
- Kenneth McCleary
- Alan Budkofsky

In addition, Mayor Gamble addressed and commented on several concerns of citizens regarding Council decisions with several capital improvement projects:

- Council commitment to have the library renovated in the future, delay for lack of land to be acquired.
- Public Works building renovation should be completed regardless of land acquisition issues.
- Council members are against verbal attacks on Council.
- Council members are against the public making defamation remarks of character on Social Media.
- Letter of Correspondence received regarding no valid information regarding 330 Park Avenue. Mayor Gamble noted scope, plans and building materials submitted by

Centerbrook Architects. She reminded the public to ask questions before making accusations.

### Town Manager's Report

Mrs. Sharron Howe, Assistant to the Town Manager reported the following updates to the Town Council:

- The quarterly Town Newsletter will be issued by the end of September 2016.
- There were 500 backpacks distributed at the 7<sup>th</sup> Annual Back to School Fun Fair on August 20, 2016.
- On September 24, 2016 from 1:00 – 3:00 p.m., there will be a Lisa Lane Celebration.
- Mr. David Melesko led a walk at Wintonbury Hills Golf Course on the proposed walking trail on September 2, 2016.
- The next Connectivity Meeting is scheduled for September 29, 2016.
- On September 22, 2016, the Senior Center will sponsor their annual Senior Expo.
- There are ongoing updates with the website conversion with our new vendor, Virtual Town Hall.
- As a reminder, residents are to dispose electronics at the Transfer Station in Windsor, located at 500 Huckleberry Road.

### APPROVAL OF MINUTES

**It was moved by Councilor Rivers, seconded by Councilor Neuwirth and voted unanimously to approve the minutes of August 8, 2016.**

### COUNCIL COMMENTS

Councilor DeLorenzo gave a brief update on Filley Park. The project is well underway with the completion of Phase I improvements. Several items have been identified for sponsorship. If anyone is interested in donating for sponsorship, please contact [filleypark@gmail.com](mailto:filleypark@gmail.com), [filleypark.org](http://filleypark.org) or mail to P.O. Box 170, Bloomfield, CT 06002. Councilor DeLorenzo also reminded residents to remember those in need and support the local Bloomfield Food Bank.

Deputy Mayor Schulman recommended a referral to the Administration & Education subcommittee meeting for purposes of discussing the Town, Plan and Zoning (TPZ) design or review functions. He stated that this function is critical and necessary for this commission.

Councilor Washington thanked the Town of Bloomfield and Mr. Philip K. Schenck, Jr., Town Manager for their efforts in prioritizing duties to complete several road repairs in town. He also

requested residents to participate in the Million Man March, September 19, 2016 to support all youth attending Bloomfield Public Schools, to congratulate them on a great school year ahead.

Councilor Rivers mentioned that schools are paramount to the growth of any town. Mayor Gamble and Councilor Rivers attended an awards ceremony in which Bloomfield High School received a \$10,000 grant for their media center. He also noted that enrollment at the high school has increased by 66 students.

On September 13, 2016, the Bloomfield Board of Education will host a meeting outlining their model used to increase standardized test scores as well as community efforts to increase overall enrollment.

Councilor Seldon congratulated Bloomfield High School won their 1<sup>st</sup> football home game. He also thanked all 50 sponsors and vendors who participated with the Back to School Fun Fair. He also thanked the Bloomfield Board of Education for their generous donation to this event. In addition, Councilor Seldon thanked Mr. Brad Davis for his role as master of ceremonies for the day. There were approximately 500 backpacks issued to students in town.

### **EXECUTIVE SESSION**

**At 8:40 p.m., it was moved by Deputy Mayor Schulman, seconded by Councilor DeLorenzo and voted unanimously to enter into Executive Session A. – Discussion and Possible Action Regarding Labor Contract Ratification.**

**At 9:05 p.m., it was moved by Deputy Mayor Schulman, seconded by Councilor Washington and voted unanimously to exit Executive Session A.**

**It was also moved by Deputy Mayor Schulman, seconded by Councilor Seldon and voted unanimously to add the following to the next Council Agenda:**

- **FY 16/17-11: Consider and Take Action Regarding the Proposed Contract between the Town of Bloomfield and Teamsters Local 671.**

**It was moved by Deputy Mayor Schulman, seconded by Councilor Washington and voted unanimously to approve the contract between the Town of Bloomfield and Teamsters Local 671 for a period of July 1, 2016 – June 30, 2019.**

**At 9:08 p.m., it was moved by Deputy Mayor Schulman, seconded by Councilor Rivers and voted unanimously to enter into Executive Session B. – Discussion Concerning Pending Claims and Litigation.**

**At 9:23 p.m., it was moved by Deputy Mayor Schulman, seconded by Councilor Washington and voted unanimously exit Executive Session B.**

### **ADJOURNMENT**

**At 9:24 p.m., it was moved by Deputy Mayor Schulman, seconded by Councilor Washington to adjourn the meeting.**

DRAFT

Town of Bloomfield Website

<b><u>“Government”</u></b>		<b><u>Meeting time and place</u></b>		<b><u>Members listed</u></b>	<b><u>Agenda and Minutes</u></b>
Town Council *	yes		yes		yes
Council (Standing) Subcommittees	yes		<i>For each of these,</i>	yes	
Administration-Education	yes		<i>have to click on</i>	yes	
Community Services	yes		<i>the link to 2016</i>	yes	
Committee on Committees	yes		<i>schedule to also</i>	yes	
Finance	yes		<i>see the list of</i>	yes	
Golf	yes		<i>Subcommittee</i>	yes	
Land Use	yes		<i>members.</i>	yes	
Public Safety	yes				
Boards and Commissions					
Beautification	yes	no		no	
Board of Assessment Appeals	no	no		no	
Board of Education *	no	yes		no	
Commission on Aging	yes	no		yes (last 2013)	
Disabilities Advisory	yes	no		no	
Economic Development	yes	no		yes	
Conservation, Energy, Environment	yes	no		no	
Ethics	“as needed”	no		no	
Fair Rent	“as needed”	yes		no	
Filley Park	“as needed”	no		no	
Housing Authority	yes	no		yes	
Human Relations	no	no		no	
Juvenile Review	no	no		no	
Library Trustees *	“as needed”	yes		yes	
Parks and Recreation	yes	no		no	
Planning and Zoning *	yes	yes		yes	
Wetlands	yes	yes		yes (2 since 2011)	
Youth Adult	yes	no		no	
Zoning Board of Appeals *	yes	yes		yes (last 2014)	

\* Last elected 11/3/15  
 Compiled by Penny Pearson for distribution at the 9/12/16 Town Council meeting



**TOWN OF BLOOMFIELD**  
**POLICY MEMORANDUM**

SUBJECT: Town of Bloomfield Meeting Agenda Format and Minutes  
DISTRIBUTION: All Departments, Subcommittees, Boards and Commissions

NO: 110.04  
DATE: 9/7/2016  
AMENDED:  
BY: Sharron Howe  
Assistant to the Town Mgr.  
APPROVED: \_\_\_\_\_

**I. PURPOSE**

The purpose of this policy is to establish a formal agenda format to be used by all Council Subcommittees, Boards and Commissions, and Town departments when holding Town meetings.

**II. RESPONSIBILITY**

All Council Subcommittees, Boards and Commissions, and Town departments shall use the following agenda format when seeking to hold a meeting:

Committee Name	
Date	
Location	
Committee Members	
I.	Call to Order
II.	Roll Call
III.	Public Hearing (if applicable)
IV.	Old Business (numbering system—TC only) 15/16-1: 15/16-2:
V.	New Business (numbering system—TC only) 15/16-4: 15/16-5
VI.	Public Comments
VII.	Approval of Minutes
VIII.	Adjournment

**III. PROCEDURE**

- A. All agendas will be submitted to appropriate committee members no later than 24 hours prior to the meeting date for regular meetings and no later than 48 hours prior to the meeting date for Special Meetings.
- B. All agendas will be posted to the Town website no less than 24 hours prior to the meeting date for regular meetings and no later than 48 hours prior to the meeting date for Special Meetings.
- C. If a Public Hearing is required, the hearing will be noticed no later than 10 days prior to the meeting date. The Clerk of Council will coordinate the notice if the matter relates to Council business, otherwise, the department for which the matter relates will be responsible to coordinate the hearing.

- D. All agendas should be submitted to the Town Clerk's Office no later than 24-48 hours prior to the meeting date.
  - E. Exceptions to the policy are at the discretion of the Town Manager and the Town Council.
  - F. Town Committees should have a person responsible for publishing their agendas.
  - G. Town Council and Town Council Subcommittees approved motions will be submitted to the Town Clerk's Office and posted to the website no later than 48 hours after the meeting.
  - H. Draft minutes for Town Council and Town Council Subcommittees will be posted to the website with seven dates after the meeting.
  - I. Town Committees should have a person responsible for reserving appropriate meeting rooms, providing the Town Clerk's office a copy of the Committee's yearly meeting schedule, and ensuring sufficient room set-up, adequate number of chairs, audio visual equipment and set-up, etc.
  - J. The presiding committee chair may have discretion regarding agenda format.
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**TOWN OF BLOOMFIELD**

**POLICY MEMORANDUM**

SUBJECT: Town Council of Bloomfield Rules of Procedure      NO: 110.05  
DATE: 6/21/2016  
AMENDED:  
DISTRIBUTION: Town Council      Assistant to the Town Mgr.  
APPROVED: \_\_\_\_\_

I. PURPOSE

The purpose of this policy is to establish a formal Rules of Procedure for Town Council meetings.

II. RESPONSIBILITY

Town Council Members  
Town Manager  
Clerk of Council

III. PROCEDURE

All Town Council meetings shall use the following Rules of Procedure when holding a meeting:

A. ORGANIZATIONAL MEETING:

The Council shall meet on the call of the Town Manager within two weeks after election. The Council shall elect a Chair whose title designation shall be Mayor, a Vice Chair whose title designation shall be Deputy Mayor, and such other offices as it may determine necessary to serve for the ensuing period until the next local election.

B. REGULAR MEETINGS:

Regular meetings of the Council shall be held in the Town Hall beginning at 7:30 p.m. on the second and the fourth Mondays of each month unless otherwise determined by the Council. In the event that said Mondays fall on a State or Federal holiday, meetings shall be held on the following Tuesdays.

C. SPECIAL MEETINGS:

Special meetings of the Council may be called by the Mayor or by not less than three members of the Council. Notice of a special meeting shall be given not less than forty-eight hours prior to the time of such meeting, not including Saturdays, Sundays and holidays, by filing a notice of the time and place thereof in the office of the Town Clerk. Any such notice received under this section shall be posted inside the office of the Town Clerk and be posted on the meeting board located outside of the Town Clerk's office, as well as on the Town's Web Site. The requirement that such notice be given not less than forty-eight hours prior to the meeting may be waived, in case of an emergency, by the Mayor or not less than three members of the Council, who shall state in such notice the specific nature of such emergency which would preclude the giving of such forty-eight hours' notice. The notice shall specify the date, time, and place of the special meeting and business to be transacted. No other business shall be considered at such meeting. In addition, at least forty-eight hours prior to the time of such meeting, written notice shall be delivered to the usual place of abode of each member of the Council and the Town Manager so that such is received prior to such special meeting, unless the forty-eight hour notice

is waived as set forth above. This notice may be delivered by either hand-delivery or electronic delivery. If delivered by electronic delivery, telephone calls shall be made to each member of the Council and the Town Manager by the Clerk of the Council that such a special meeting has been set. The requirement of delivery of any such notice may be dispensed with as to any member of the Council who is actually present at the meeting at the time it convenes. The Clerk of the Council shall certify upon the original copy of the notice filed with the records of the Council by whom the meeting was called and the manner in which the notice was delivered to the members of the Council and the Town Manager.

**D. PUBLIC MEETINGS:**

No ordinance or resolution shall be adopted, no appointment or removal of members of any permanent board, agency, committee or commission appointed shall be made except in a meeting of the Council open to the public. The same process shall be followed for the creation or dissolution of any such entity itself. Recommendations for appointment or removal of permanent committee members or creation or dissolution of such committees shall come from the Committee on Committees for approval by the Council. Any mayoral appointment or removal shall be made known publicly at the next meeting of the Council presided over by the Mayor.

At least one public hearing, five days' notice of which shall be given by publication in a daily or weekly newspaper having a circulation in the Town and by posting at the Town Hall and on the Town Website, shall be held by the Council before any ordinance shall be passed.

**E. QUORUM:**

The presence of a majority of the members of the Council shall constitute a quorum, but no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting of the Council shall be adopted by less than five affirmative votes.

**F. THE MAYOR:**

The Mayor shall preside at all meetings. The Mayor shall preserve order and decorum. The Mayor shall decide all questions or orders, without debate except at the Mayor's request. The Mayor may speak and vote on all questions. The Mayor shall be an ex-officio member of all Council sub-committees without the right to vote, except for those sub-committees to which the Mayor is appointed as a member.

In the absence of the Mayor for whatever cause arising, the Deputy Mayor shall act as Mayor and as such, shall have all the powers and duties of the office of the Mayor.

In addition, if neither the Mayor nor the Deputy Mayor are available to preside at a Council meeting, a majority of the Council members present shall elect one of themselves to preside over the meeting. This presiding councilor shall only have the power to preside over that one meeting, shall preserve order and decorum, and shall decide all questions or orders without debate, except as the presiding councilor shall request.

The Mayor shall represent the Town as the titular head of the government at meetings of such officials representing other municipalities, ceremonies, public gatherings and upon such other occasions as the Mayor's presence in such capacity may be beneficial to the Town.

The Mayor shall designate committees of the Council and appoint and/or remove members thereto, subject to being overruled by the Council.

The Mayor shall designate ad hoc committees of the Council and ad hoc public community committees and appoint and/or remove members thereto. An ad hoc committee is defined as one that is created for a limited time and a specific, limited stated purpose. The specific time period need not be stated in the designation of the committee but may be contingent in the accomplishment of its specific objectives.

G. CLERK OF COUNCIL:

The Clerk of the Council shall be appointed by the Council and shall keep the minutes of its proceedings which shall be a public record, and perform other duties as may be assigned by action of the Council.

H. THE TOWN MANAGER:

The Town Manager shall attend all meetings of the Council with the right to speak but not to vote, and shall perform other such duties as may be assigned by the ordinance or resolution of the Council (Charter, Sec. 502). The Council by simple majority vote may also ask the Town Manager to perform such other duties as it may assign in accordance with his or her contract with the Town.

I. COMMITTEES:

The Council may also from time to time appoint permanent, standing committees of the Council. Permanent standing committees of the Council shall be:

- I. Finance
- II. Administration & Education
- III. Public Safety
- IV. Land Use & Economic Development
- V. Committee on Committees
- VI. Community Services Committee

J. ORDER OF BUSINESS OF COUNCIL MEETINGS:

At all regular meetings of the Council the order of business shall be as follows:

- I. Pledge of Allegiance
- II. Roll Call
- III. Announcements and Presentations
- IV. Citizen's Statements and Petitions
- V. Report from Council Subcommittees
- VI. Council Business
- VII. Financial Report (second council meeting of the month only)
- VIII. Report from the Mayor
- IX. Report from the Town Manager
- X. Approval of Minutes
- XI. Council Comments
- XII. Executive Session (if needed)
- XIII. Adjournment

K. PRIVILEGE OF THE FLOOR:

Except when a member of the Council has or desires the floor, the Town Manager shall have the privilege of the floor for the purpose of providing information to the Council concerning the business and affairs of the Town. The Town Attorney shall likewise have the privilege of the floor on the introduction or interpretation of any existing or proposed ordinance or resolution or on any question of legal procedure.

It shall be the policy of this Council to allow members of the public to address the Council during Citizen's Statements and Petitions on all agenda items, or any other matters of concern. Statements by members of the public may be oral or written and shall start with the speaker's name and address and shall continue for no longer than five (5) minutes, unless permitted by the Mayor or councilor presiding. The Mayor or councilor presiding may permit additional statements by the same person during Citizen's Statements and Petitions or at such other times during the agenda of Council meetings as he or she deems appropriate, subject to being overruled by the Council.

L. EXECUTIVE SESSION:

The rules of procedure shall be:

- (a) An executive session may be convened by affirmative vote of two-thirds of such body present and voting.
- (b) Attendance at the executive session shall be limited to the Council and such other persons as may be required for advice and information as permitted by State law.
- (c) Executive sessions shall be only for those purposes permitted by State law. Any motion for executive session shall so specify the reason. Discussion in executive session shall be limited to the reason specified.

M. MOTIONS:

When a motion is made and seconded, it shall be stated by the Mayor, Deputy Mayor, or councilor presiding and subject to amendment or withdrawal, except that such withdrawal cannot be made subsequent to a voted amendment, except as provided by Robert's Rules of Order.

When a motion is under debate, no further action shall be received except (1) to adjourn, (2) to recess, (3) to table, (4) for the previous question, (5) to limit or extend debate, (6) to postpone to a time and date certain, (7) to refer to committee, (8) to amend, (9) to postpone indefinitely, which motions shall have precedence in the order indicated.

Motions to table, to postpone to a time and date certain or to postpone indefinitely once having been decided, shall not be reconsidered.

N. VOTING:

The ayes, nays or abstentions of each council member on each vote shall be recorded in the minutes. If the vote is unanimous, the vote shall be indicated as unanimous.

O. CITIZEN'S PETITIONS:

Any petition by a citizen requesting Council action shall be in writing and state the citizen's name and address. If six (6) members of the Council shall so vote, such petition shall lie over to one of the next three succeeding meetings of the Council, to be placed on the Agenda and taken up during item VI of the regular order of business; but in no event shall such petition be acted upon at a meeting at which the petition is presented.

P. SPECIAL COUNCIL ASSIGNMENTS:

The Mayor shall assign all members of the Council desiring such, with the approval of the Council, as liaisons with council-appointed Town committees and Town-related Agencies through and with the cooperation of the Town Manager, so as to be particularly informed in the assigned area of concern. Assignments will be made in the areas of Town operation that are deemed appropriate by the Council.

Each appointee shall report to the Council upon request or at his or her own discretion as to matters related to his or her respective area.

Q. INTRODUCTION OF ORDINANCE AND RESOLUTIONS:

All ordinances and resolutions except those relating to appointment or designation of officers of the Council or its internal procedure shall be introduced in accordance with Sections 307, 308, 309 and 310 of the Town Charter.

R. PARLIAMENTARY AND CHARTER AUTHORITY:

The last published edition of Robert's Rules of Order shall be the parliamentary authority for the Council, except as otherwise provided in these rules; and except that should any of these rules be inconsistent with the provisions of the Charter, then the Charter shall prevail, except that there may be discussion after a motion to table has been offered.

S. MINUTES:

The Clerk of the Council shall keep the minutes of all Council meetings which shall contain a summary of council discussions and actions. Any statements to be made part of the minutes must be submitted to the Clerk of the Council in writing during such meeting, provided, that any Town Financial reports submitted to the Council shall be appended to the minutes of that meeting.

T. AGENDA:

The Town Manager, in consultation with the Mayor, or in his or her absence with the Deputy Mayor, shall cause to be prepared an agenda containing those items of new business to be considered at each Council meeting. Such agenda shall consist of items originating from the Town Manager's office together with items requested by any Council member, and shall be completed on Tuesday noon next prior to the Council meeting date. No item which is not listed on the regular agenda shall be considered as new business by the Council unless, by a vote of two-thirds of the total membership of the Council, this provision is waived. Council members requesting that an item be included on the agenda shall be responsible for opening discussion on such item and providing facts necessary for any action requested on such item.

U. TELEPHONIC AND ELECTRONIC VOTING:

Telephonic voting shall only be permitted if the absent member of the Council can be verified through a computer link-up or similar manner so the absent member of the Council can be confirmed by the members of the Council physically present at the meeting. All verbal communication by the absent Council member must be by telephonic communication in a manner that can be heard by not only the rest of the Council but also by the Clerk of the Council and any members of the audience that are present, and, if such Council meeting is televised, by the watching public. This process can only be carried out if all other members of the Council have been notified not less than forty-eight hours in advance of the Council meeting at which this telephonic voting will take place.

V. SUSPENSION OR AMENDMENT OF RULES:

Any of these rules may be suspended by the affirmative vote of not less than two-thirds of the members of the Council, provided that such action is not inconsistent with any provisions of the Charter.

Any amendment to these rules shall be submitted in writing at any meeting of the Council and may be adopted by the affirmative vote of not less than two-thirds of the members of the Council at a subsequent meeting of the Council.

SEPTEMBER 2016 REFUNDS

ADLER MARIAN	2015RE	\$141.71
ALTER BRIAN GRANT	2014MV	\$89.19
BARRY ROBERT J	2015MV	\$79.18
BERCOWETZ CYNTHIA EST	2015MV	\$37.37
BILLIE BENNIE 3RD	2015MV	\$53.61
BILLINGS ANN	2015MV	\$11.25
BRYANT DANIEL R OR NANCY E	2014MV	\$165.54
BURAK ALICE	2015MV	\$54.62
BURGOS MARIBEL	2015MV	\$10.80
BURLEIGH CHRISTOPHER	2015MV	\$231.13
CAB EAST LLC	2014MV	\$1,585.77
CALISKAN YUCEL	2015MV	\$43.90
CCAP AUTO LEASE	2015MV	\$39.93
CENAXO LLC	2015MV	\$322.53
CHASE ERNESTINA	2015MV	\$174.27
COLEY MARK OR GILDA	2015MV	\$6.18
COMRIE ELVIS	2015MV	\$65.86
CORELOGIC 30 BROOKDALE DOUBLE PAYMENT	2015RE	\$1,809.08
CRUZ DANIEL	2015MV	\$24.09
CURIS JOAN	2015MV	\$36.04
DAIMLER TRUST	2014MVSUP	\$430.65
	2015MV	\$4,726.77



DAVIS JIMMY	2015MV	\$22.65
DEAN CARL	2015MV	\$146.89
DESIGNS OF MANN LLC	2015MV	\$28.38
ENTERPRISE F M TRUST	2015MV	\$441.04
FELIX FEDERICO OR ANDRES	2015MV	\$51.80
FENICHEL MATTHEW	2015MV	\$251.95
GARFIELD DIANA	2015MV	\$145.42
GARRITY ASPHALT RECLAIMING INC	2014MV	\$35.99
GILLESPIE LORAY	2015MV	\$27.57
GILMAN CHARLES	2015MV	\$36.88
GREEN NICHOLLETTE AND RICHARD	2015MV	\$14.69
HONDA LEASE TRUST	2015MV	\$2,012.25
HOWE SHARON	2015MV	\$95.73
HUNT ALLISON OR MARK	2014MV	\$51.73
HYDE TIFFANY	2015MV	\$132.09
HYUNDAI LEASE	2015MV	\$136.42
JONES CARISSA OR BEVERLY	2014MV	\$145.53
JOHNSON HELEN H	2015MV	\$13.99
JONES CHARMAINE	2015MV	\$69.41
JP MORGAN CHASE BANK	2015MV	\$441.53
LE TUAN	2015MV	\$34.11
L & L EQUIPMENT INC	2015MV	\$45.43
LOPEZ KATTYA	2015MV	\$84.75

MACWILLIAM GERTRUDE	2015MV	\$8.33
MAI VAN	2015MV	\$33.86
MARKIW OMELAN	2015MV	\$17.20
MIKE ALBERT LTD	2014MV	\$38.42
MILLSTEIN BENNETT	2015MV	\$19.06
MILNER LASHEENA	2014MV	\$72.96
MOTT WILLIAM	2015MV	\$5.07
NIEHAUS KIMBERLY	2014MVSUP	\$59.61
NIMON JOHN & ROSENFELD LISA	2015RE	\$5,889.88
NISSAN INFINITI	2015MV	\$1,017.70
	2014MV	\$536.70
REILLY FOAN CORP	2015MV	\$129.51
RICKETTS LAUNA	2015MV	\$63.27
RILEY BENJAMIN	2015MV	\$123.87
SCOTT LLOYD	2014MV	\$17.44
SENIOR CARE CENTERS OF AMERICA	2015MV	\$237.91
SIMPSON KEITH	2015MV	\$84.91
SYLVESTER HARRIS	2015MV	\$25.71
TOBACK ALEX	2014MV	\$64.92
TOBACK BARBARA	2014MV	\$22.17
TOYOTA LEASE TRUST	2015MV	\$1,087.41
	2014MVSUP	\$363.48

VAULT TRUST	2014MV	\$311.72
	2015MV	\$722.48
VCFS AUTO LEASING CO	2015MV	\$947.91
	2015MV	\$200.35
VW CREDIT	2015MV	\$14.10
	2015MV	\$27.94
WHITSITT RITA	2015MV	\$48.87
	2015MV	\$106.01
ZAZZARO WILLIAM OR PATRICIA	2014MV	\$116.25
	2015MV	
TOTAL REFUNDS		\$27,020.72

## FY 2017-2018 BUDGET CALENDAR

(Chapter IX, Bloomfield Town Charter)

ACTIVITY	LATEST DATE PER TOWN CHARTER	RECOMMENDED DATE
Capital Budget Forms Prepared And sent to Departments		October 21, 2016
Operating Budget Forms Prepared And sent to Departments		December 2, 2016
Completed Capital Budget Forms Returned to Town Manager		December 2, 2016
Completed Operating Budget Forms Returned to Town Manager (120 days before end of FY)	March 02, 2017	January 13, 2017
Board of Education Budget to Town Manager (90 days before end of FY)	March 31, 2017	February 24, 2017
Town Manager's Proposed Operating and Capital Budget Submitted to Town Council (90 days before end of fiscal year)	March 31, 2017	March 9, 2017
Capital Improvement Program Submitted to Planning & Zoning Commission for CGS Sec. 8-24 Review		March 16, 2017
Town Manager Budget available to public (Within 10 days of TM submitting budget to TC)	April 10, 2017	March 16, 2017
Notice of Public Hearing on Town Manager Budget (Publish at least 5 days prior)	April 7, 2017	March 16, 2017
Public Hearing on Budget held by Town Council (Within 15 days after TM submits budget to TC)	April 13, 2017	March 23, 2017
Notice of Annual Town Meeting on the Town Council's Approved budget (Publish at least 5 days prior to the Annual Town Meeting)	April 26, 2017	April 25, 2017
Annual Town Meeting (first Monday in May)	May 1, 2017	May 1, 2017
Town Council votes on Budget and sets Tax Rate	May 8, 2017	May 1, 2017
First Referendum (if needed)	June 8, 2017	June 1, 2017